



**COMMUNITY DEVELOPMENT DIVISION  
FREDERICK COUNTY, MARYLAND**

*Office of the Zoning Administrator*

30 North Market Street • Frederick, Maryland 21701  
Phone (301) 600-2572 Fax (301) 600-2309

**IMPACT FEE WAIVER DETERMINATION  
for MOBILE HOME within MOBILE HOME PARK  
IN ACCORDANCE WITH FREDERICK COUNTY CODE SECTION 1-22-3(E)**

**Who is Eligible for an Impact Fee Waiver?**

A property owner applying to replace their mobile home on their property within a mobile home park

**Applicant must provide the following information to be considered for an Impact Fee Waiver:**

1. Application letter requesting a Waiver of the Impact Fee addressed to:

**Frederick County Community Development Division  
Attn: Larry W. Smith, Zoning Administrator  
30 North Market Street, 1<sup>st</sup> Floor  
Frederick, MD 21701**

2. Residential Building Permit application number for the replacement dwelling  
(Building Permit Fees are required and paid at the time of application)

3. Demolition Permit  
(Demolition Permit Fees are required and paid at the time of application)  
(Demolition permit is valid 1 year from date of approval)

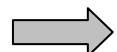
Permits obtained through: **Department of Permits and Inspections  
30 North Market Street, Frederick, MD 21701  
301-600-2313**

4. Photo of dwelling to be demolished or removed or remaining foundation and any other buildings on the property.
5. House Location Survey or Hand Drawing with existing dwelling and proposed house location with dimensions to property lines.

**Additional Impact Fee Waiver questions?**

**Contact:** Erica Cooke, 301-600-2572, [Ecooke@FrederickCountyMD.gov](mailto:Ecooke@FrederickCountyMD.gov)  
Larry Smith, Zoning Administrator, 301-600-1491 [Lsmith1@FrederickCountyMD.gov](mailto:Lsmith1@FrederickCountyMD.gov)

**See Checklist - other side**



# IMPACT FEE WAIVER CHECKLIST

(Internal use only) <input type="checkbox"/>	(Applicant) <input type="checkbox"/> <u>Letter addressed to:</u> Frederick County Community Development Division Attn: Larry W. Smith, Zoning Administrator 30 North Market Street, 1 <sup>st</sup> Floor Frederick, MD 21701
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(Internal use only) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<h2><u>Application Letter to Include</u></h2>
	(Applicant) <input type="checkbox"/> <u>Property address</u> <input type="checkbox"/> Explanation of <u>why current dwelling is to be demolished</u> or <u>reason why replacing dwelling</u> <input type="checkbox"/> <u>Include the Statement</u> -" <b>NOT increasing the dwelling units on the property</b> " as justification for impact waiver. <input type="checkbox"/> Explanation of <u>how the current dwelling is to be demolished or removed</u> and <u>the proposed dates</u> at which it will be demolished? <input type="checkbox"/> <u>Demolition Permit number</u> <input type="checkbox"/> <u>Residential Building Permit number</u> for the replacement dwelling <input type="checkbox"/> Name / Address / email/ Phone # of <u>Contact person</u> <input type="checkbox"/> Name / Address / <u>where determination letter is to be mailed</u>

(Internal use only) <input type="checkbox"/> <input type="checkbox"/>	<h2><u>Additional information required</u></h2>
	(Applicant) <input type="checkbox"/> <u>Photo of dwelling</u> to be demolished or removed <u>or remaining foundation</u> on the property <input type="checkbox"/> <u>House Location Survey</u> or <u>Hand Drawing</u> showing existing dwelling and proposed house location with dimensions to property lines

<input type="checkbox"/>	<h3><b><i>Internal Use</i></b></h3> <table border="1" style="margin: auto;"> <tr> <td style="text-align: center;"><b>Zoning Administration</b></td> </tr> <tr> <td><b>Applicant:</b></td> </tr> <tr> <td><b>File#:</b></td> </tr> <tr> <td><b>Due Date:</b></td> </tr> </table>	<b>Zoning Administration</b>	<b>Applicant:</b>	<b>File#:</b>	<b>Due Date:</b>
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<b>Applicant:</b>					
<b>File#:</b>					
<b>Due Date:</b>					
	<u>Real property search print-out of property</u> from State Dept. of Assessments and Taxation website <a href="http://dat.state.md.us">http://dat.state.md.us</a>				